

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
RECOMMENDED							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>		
OFFICIAL							
10. TITLE Office Automation Clerk							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	326		03	MONTH/DAY/YEAR	YES	NO	MS
				4/22/02			
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required	1-2	200	6. Personal Contacts	Level 1			
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	A	30		
3. Guidelines	3-2	125	8. Physical Demands	8-1	5		
4. Complexity	4-2	75	9. Work Environment	9-1	5		
5. Scope and Effect	5-1	25	27. TOTAL POINTS			27. 590	
Grade based on Office Automation Grade Evaluation Guide, / Off. Auto. Clerical & Assistance Series, GS-326 (TS-100 dtd11/ 90)					28. GRADE	28. 03	
CLASSIFICATION CERTIFICATION							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA					30. Date 4/22/02		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks FLSA: N				Standard Job#326-03		33. OPM Certification Number	

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 03	6. IP NO. (8)
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B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 326	3. OCC FUNC.	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) OFF AUTOMATION CLK		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others	8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 04 22 02	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 03OC			
6. WK. TITLE CD. (4)	7. WK TITLE (38)						
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE						
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 04 22 02
18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	4=Sup./Program 5=RGEG 6=Policy Analysis GEG	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. Y=Perm N=Other	
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <div> Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. </div> <div> Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. </div> <div> Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. </div> <div> 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade </div> <div> 9=Other </div>							
23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE				31. DATE			
32. REMARKS Standard Job #326-03							

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Uses office automation equipment and software to type, edit, and create a variety of standard documents in accordance with established procedures. Documents may include some scientific/administrative terminology and/or statistical data. Types final, error-free documents, ensuring correct punctuation, spelling, capitalization, and grammar.

Maintains and purges office files, directives, and reference materials. May also be responsible for indexing files.

Receives incoming telephone calls and visitors and refers them to appropriate staff member(s). Provides routine information relating to clerical and administrative functions and programs of the office.

Receives, reviews, and routes incoming mail to office staff.

Serves as alternate/backup timekeeper and prepares and transmits Time and Attendance records for office staff.

Sends, receives, and distributes electronic mail and telephone facsimile (FAX) documents. Operates office photocopiers.

Prepares and types travel authorizations and vouchers and other standard office forms.

Fills in for office secretary or other clerical employees during periods of absence.

May maintain office bulletin board(s), ensuring material is current and posted.

B. Evaluation Factors

1. Knowledge Required by the Position FLD 1-2 200 pts.

Skill in operating an electronic typewriter, word processor, microcomputer, and/or computer terminal to produce work accurately and efficiently. Skill in operating related equipment, such as printers. A qualified typist is required.

Knowledge of office automation software package(s) to create, type, edit, print, and retrieve documents.

Knowledge of scientific and/or administrative programs of the office to accomplish tasks, refer visitors and callers, and maintain files.

Knowledge of grammar, spelling, capitalization, and punctuation needed to type a variety of forms and documents.

Knowledge of USDA and ARS policies and procedures concerning such administrative matters as correspondence preparation and control, travel, personnel, office automation systems, files maintenance, procurement, and time and attendance.

2. Supervisory Controls FLD 2-2 125 pts.

The supervisor assigns work in terms of deadlines and priorities. More detailed guidance is provided by the supervisor when new, difficult, and/or unusual tasks are assigned. The clerk is responsible for independently accomplishing routine, recurring assignments. The supervisor is consulted when unusual problems or situations arise. Completed work is reviewed for compliance with standard procedures, technical accuracy, and appearance.

3. Guidelines FLD 3-2 125 pts.

Guidelines include Administrative Memoranda, ARS Directives, Correspondence Manual, travel regulations, Government Style Manual, and dictionary. Software manuals and tutorials are also available for reference. The supervisor is available for guidance to explain new or unique assignments. Judgment is required to select and apply appropriate guides. Situations for which no established guidelines exist are referred to the supervisor.

4. Complexity FLD 4-2 75 pts.

Assignments involve a number of office automation and clerical support duties, including use of office automation software packages, filing systems, and electronic mail. The number and variety of documents, formats, and processing functions involved differ from one assignment to another. Uses office automation software

package(s) to create and edit a variety of standard documents. The clerk is required to use different procedures and functions and/or to create and edit lengthy documents requiring a variety of format changes. Identifies and selects correct procedure and/or document format from a variety of alternatives. Recognizes and corrects errors of a clerical/administrative nature in documents, e.g., spelling, formatting, and punctuation.

5. Scope and Effect FLD 5-1 25 pts.

The purpose of the position is to provide clerical support. Duties performed facilitate the work of others in the organization.

6. Personal Contacts Level 1

Contacts include coworkers, office visitors and callers, and support services office personnel.

7. Purpose of Contacts Level A 30 pts.

Contacts are for the purpose of receiving assignments, taking and relaying messages, directing callers and visitors to the appropriate staff member, obtaining information, and resolving discrepancies.

8. Physical Demands FLD 8-1 5 pts.

Work is primarily sedentary. Some walking, standing, bending, and carrying of light items is required.

9. Work Environment FLD 9-1 5 pts.

Work is performed in an office setting.

**Office Automation Clerk
GS-326-3**

Standard Job #326-03

C. OTHER CONSIDERATIONS (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____

TOTAL POINTS = 590 pts.

Grade Conversion = GS-326-3 (455-650 points)